

December 6, 2022

Hal Metzler, Deputy Director, Public Works
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

RE: 2023 USDOT Reconnecting Communities Grant Services

Mr. Metzler:

The City of Hyattsville has expressed interest in pursuing the USDOT Reconnecting Communities Pilot Program grant in conjunction with the City of Edmonston to develop a project east of the Route 1 arts district with the goal of connecting Edmonston with services, retail and entertainment options in Hyattsville. The Reconnecting Communities grant offers funding to address barriers to community connectivity such as mobility, access, and economic development. The CSX rail line in the project area presents an ideal candidate for funding under this program.

Pennoni is pleased to offer this proposal to coordinate the submission process.

Scope of Work

Task 1: Pre-Application Tasks

To prepare a competitive application for the anticipated 2023 Reconnecting Communities grant, it is necessary to plan and make early engagement with stakeholders across the spectrum to demonstrate robust community involvement and authentic participation in the process. Completion of other data analysis and research tasks also provides the benefit of thorough analysis of the history and barriers present due to the presence of the CSX rail line dividing the two communities.

Tasks include:

- Develop high level budget to align with available funding (range \$100,000 to \$2M; 20% cost share)
- Outreach to CSX, MARC, Federal Railroad Administration
- Outreach to potential stakeholders to form a community advisory board, as recommended by the program
- Assist with execution of partnership MOUs
- Review of demographic and economic data to identify inequities
- Document challenges for development of project framework
- Conduct field visit
- Assess grant management readiness/capacity

Deliverables:

- Baseline conditions report reporting on the above tasks

Task 2: Grant Application

It is expected that pre-application activities will support the recommendation that a 2023 Reconnecting Communities planning grant would be most appropriate, followed by application for a future Reconnecting Communities capital construction grant to fund implementation. Task 2 addresses the submission of an application for the 2023 planning grant.

Pennoni will manage the grant application process, including facilitating compilation of deliverables; completing grant narratives in collaboration with City's point of contact and relevant subject matter experts; data analysis and research to provide demographic, economic, geographic, and other supporting documentation; and facilitating administrative requirements (forms, resolutions, etc.), as required for the grant.

Deliverables:

- Grant application
 - Manage application process

- Track deliverables
- Provide content as needed, in collaboration with City point of contact
- Facilitate application submission, either by City of Hyattsville or with written permission to do so on the City's behalf

Schedule

Services will be provided as a task order under Pennoni's current Grant Services contract with the City of Hyattsville. An initial meeting will take place via telephone or videoconference within two weeks of an executed agreement.

Task 1: January-July 2023

Task 2: July-October 2023

Fee

The above activities will be billed as part of a task order under the firm's existing engineering contract with the City of Hyattsville, for a not-to-exceed amount of \$12,000.

Reimbursable Expenses

Reproduction for submissions, and Client and project team use (along with overnight mail), are included in the various items of this proposal. Extraordinary expenses identifiable to the specific project will be discussed in detail and a proposal will be submitted to cover these expenses in addition to the above stated fee.

Billing And Payment

Pennoni will invoice for these services in accordance with the terms of the standard professional services contract utilized by the City of Hyattsville.

TERMS AND CONDITIONS

Work will be performed in accordance with the terms and conditions of the City of Hyattsville contract for professional services.

Thank you for the opportunity to provide these professional services. If this proposal is acceptable, please sign and return a copy as our Notice-To-Proceed. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to contact us at JPrevete@Pennoni.com or EFinn@Pennoni.com.

Sincerely,

PENNONI ASSOCIATES INC.

Kim Adams

Kim Adams
Senior Engineer/Division Manager

Accepted by:

Signature

Date

Print Name and Title

Agency